

Document Management – Record Links

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Purpose of this document

This document illustrates how to create, save and link digital documents to records in Ceres using Record Links.

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Table of Contents

PURPOSE	3
SETUP	3
DOCUMENT LOCATIONS.....	3
PLACES WHERE LINKED DOCUMENTS ARE SUPPORTED.....	3
LINKING A DOCUMENT TO A MASTER RECORD.....	4
LINKING A DOCUMENT TO A TRANSACTIONAL RECORD.....	9
LINKING A DOCUMENT TO A JOURNAL ENTRY	11
CONFIGURING YOUR NETWORK FOR RTC FILE SHARING	13
RELATED TOPICS:	14

Purpose

Record Links is a Microsoft Dynamics NAV tool that allows users to reference and retrieve documents stored in a central location or establish links to web pages on the internet or intranet.

Record Links allows the food bank to link documents to Agencies, Donors, Vendors, Items, etc. as well as to the transactions generated for each type of entity. One of the benefits of this tool is that the linked document follows the transaction from creation to history (PO to posted PO for example) and is always available for reference.

Ceres Object release 4.50.00 is required for this functionality.

Setup

Document Locations

1. Record Links does not require any setup in Ceres, however in order for documents linked to either a master record or transaction record to be accessible by all Ceres user, it must be stored in a location that is available to all Ceres users. A common file share that is available to all Ceres users is recommended. Additionally it is recommended that the ability to delete files from the common file share be tightly controlled.

Places where Linked Documents are supported

A food bank can link digital documents throughout Ceres via Record Links functionality; the document (record link) becomes a flowing document from quotes, to orders and return orders to posted documents. Once you link the document, say on an Agency Order, when the order is posted, the link follows to the posted agency shipment and invoice. As a summary below are places where Record Links is supported:

- Agency - Quote, Order, Invoice, Return Order, and Credit Memo
- Donation - Quote, Order, Invoice, Return Order, and Credit Memo
- Food Drive - Donation Orders
- Purchase - Quote, Order, Invoice, Return Order, and Credit Memo
- Posted Documents

In addition to documents, master records also can have Record Links.

- Agencies & Parent Agencies
- Donors & Parent Donors
- Food Drive Donors
- Vendors & Parent Vendors
- Items
- Bank Accounts
- Contacts

Note: You can link all types of documents including PDF, TIFF, HTML, pictures, Web Pages, etc. Although the record links are stored in the database, the files themselves are stored on a designated document management server or drive.

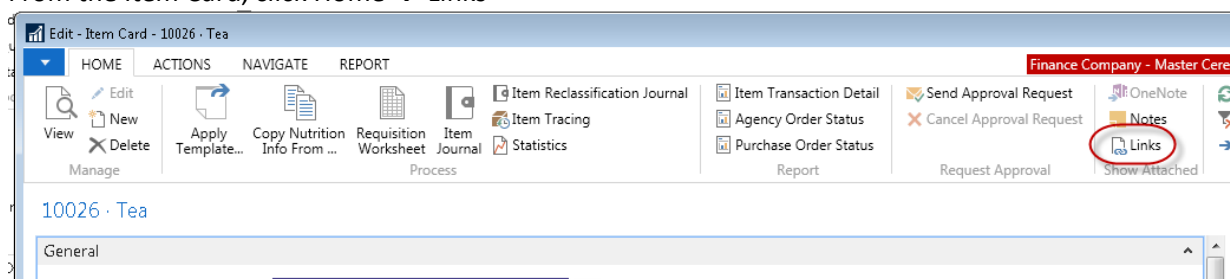
You can also link documents to certain transactions and have the link flow through to posted document. The following areas are supported:

1. Donation Order to Posted Donation Order (including Donation Receipt).
2. Purchase Order to Posted Purchase Order (including Purchase Receipt).
3. Purchase Invoice to Posted Purchase Invoice.
4. Purchase Credit Memo to Posted Purchase Credit Memo.
5. Agency Order to Posted Agency Order (including Agency Shipment)
6. Agency Invoice to Posted Agency Invoice.
7. Agency Credit Memo to Posted Agency Credit Memo.
8. Deposits
9. AP Checks
10. Journal Entries
 - i. General Journal
 - ii. Cash Receipt Journals
 - iii. Item Journals
 - iv. Payment Journals

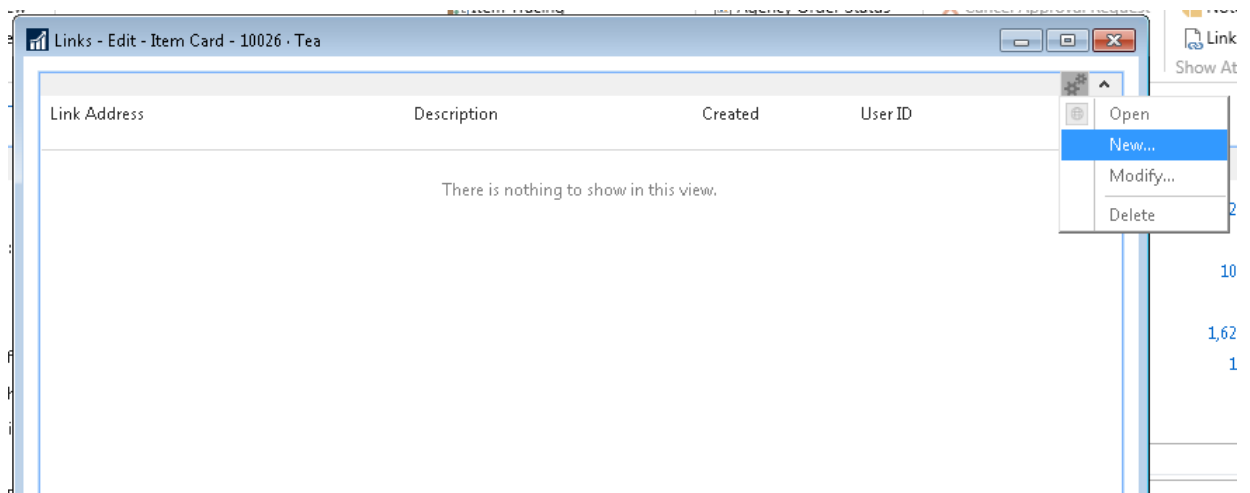
Linking a Document to a Master Record

The functionality and steps to link documents is identical for all master records. In this example, the Item record will be used.

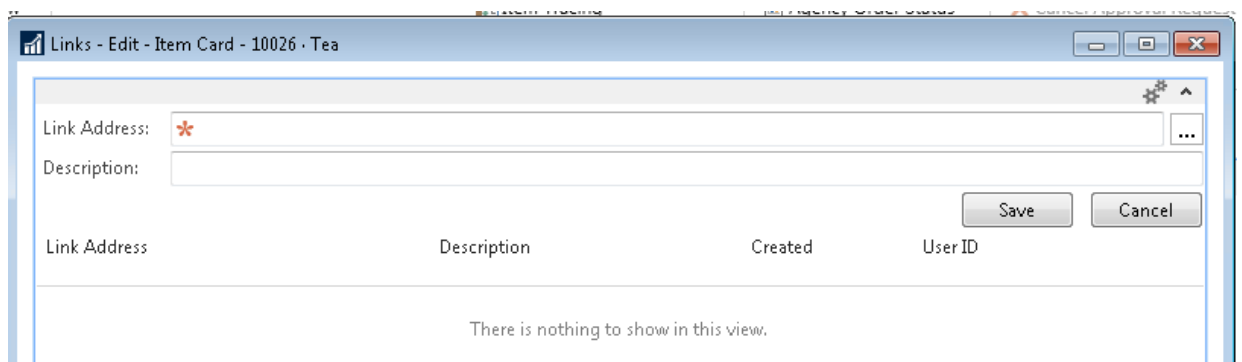
1. From the Item Card, click Home → Links



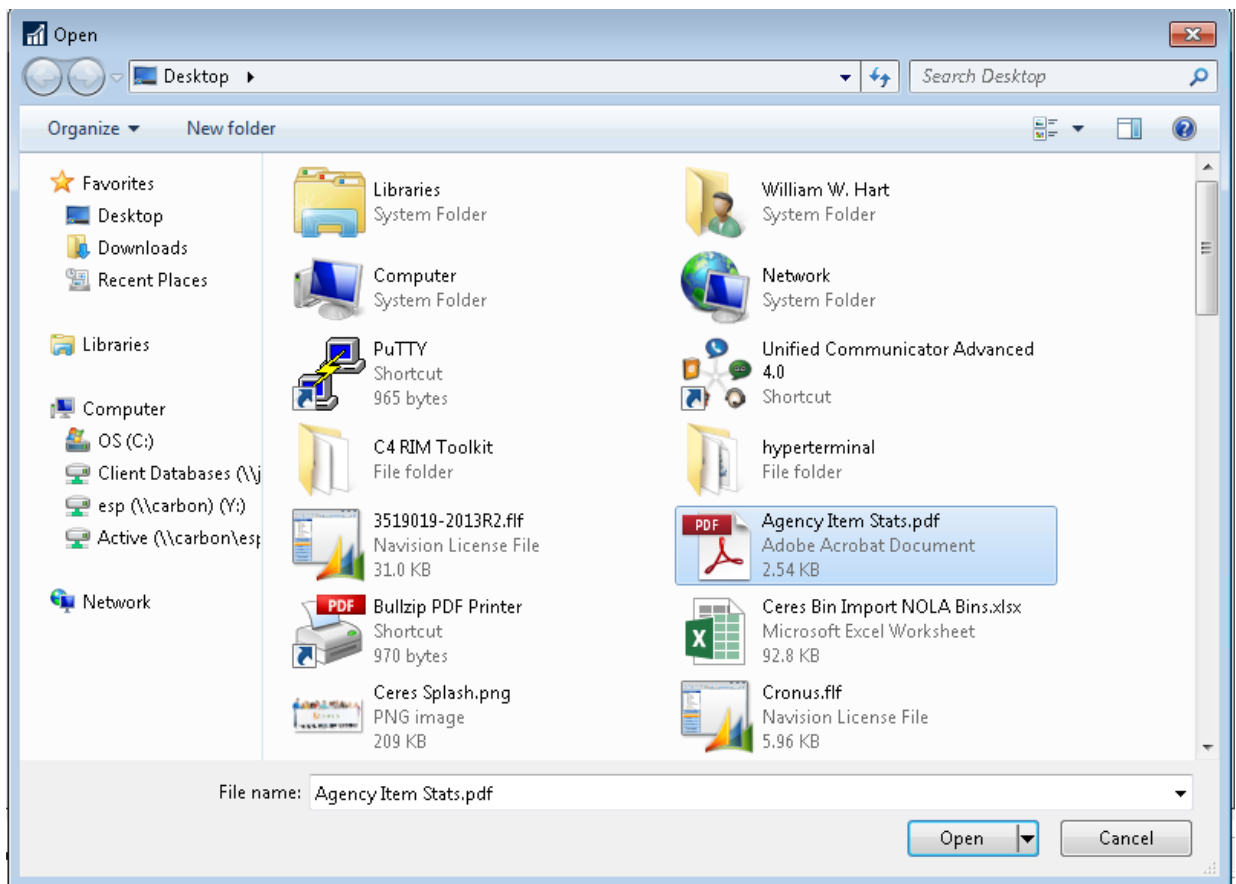
2. On the Links page, select the Actions Icon  and then select New from the drop down menu.



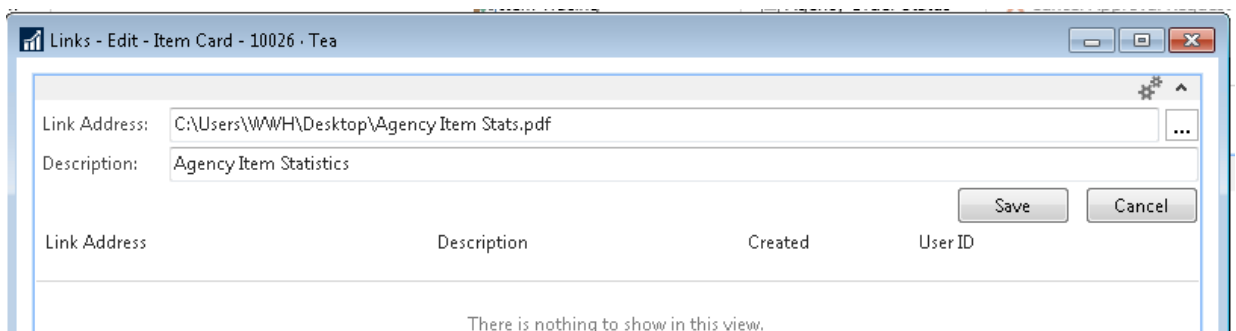
3. In the Link Address field enter the path and name of the document you want to establish a link to.



4. Alternatively, you can utilize the edit assist  to locate the file you want to establish a link to.

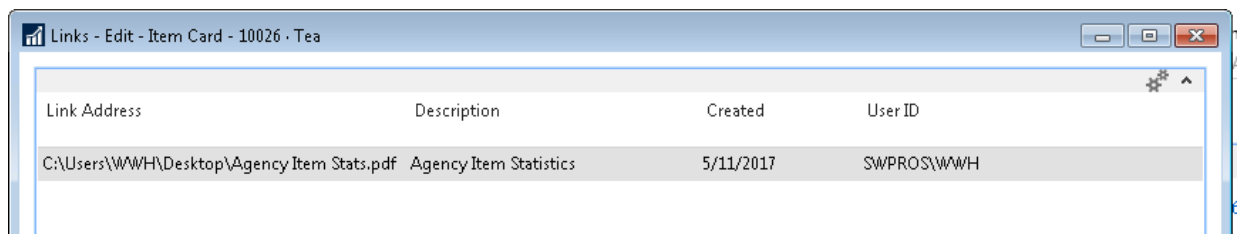


5. Once the file has been located and “Open” is selected, the Link Address will be filled in with the path and file name selected and the Description will be defaulted to the file name, but can be updated to more accurately reflect the Record Link

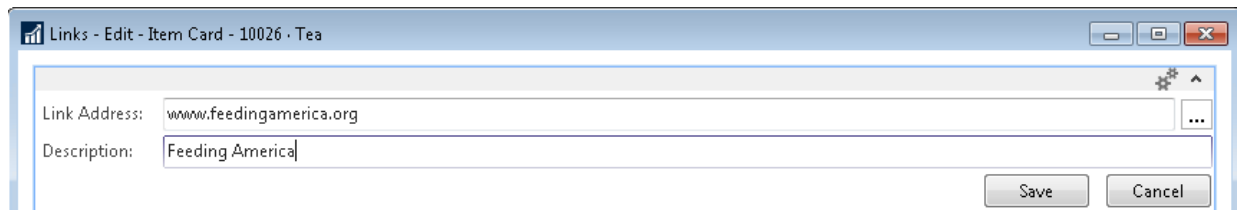


NOTE: In this example the file is being stored locally, in a LIVE environment Record Links should point to files stored on a common file server so they are accessible by all Ceres users.

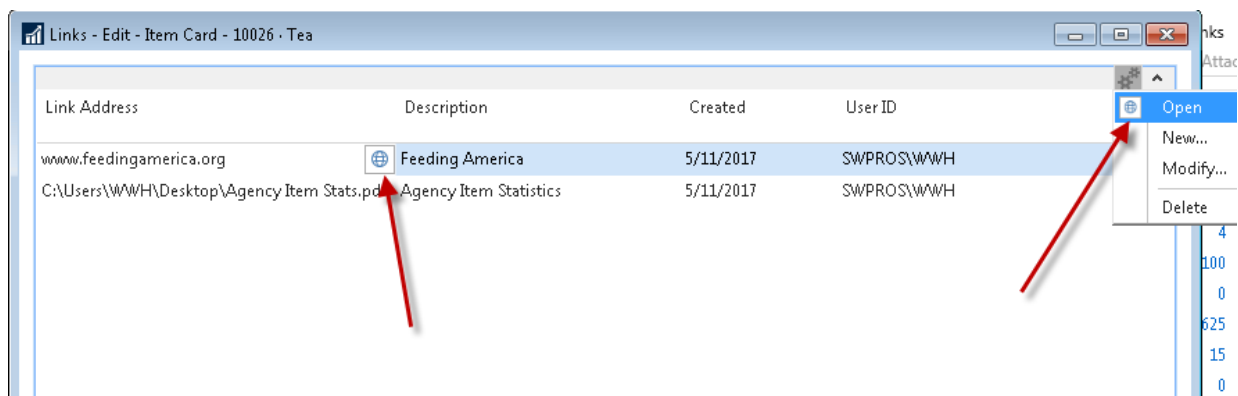
6. Once the “Save” button has been selected, the Record Link is saved and the Created date and User ID is populated.



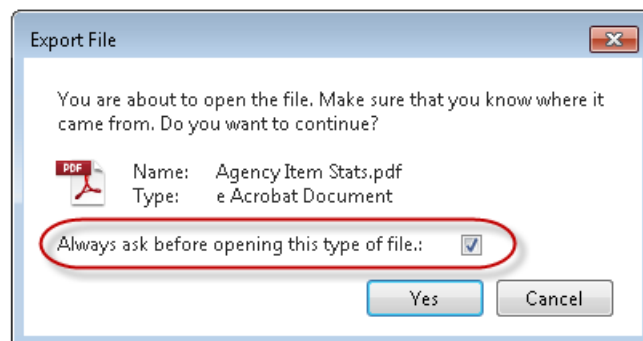
7. A Record Link does not have to be a physical file, it can also be a Web Page.



8. Once saved, to open a Record Link either select the Open Icon to the right of the Link Address or select the Open menu item from Actions Icon.



NOTE: Links to Web Pages will automatically open the users default web browser and open the web page specified. Links to document files may generate the following dialog:



If a user unchecks the “Always ask before opening this type of file.:” the dialog box should not re-appear.

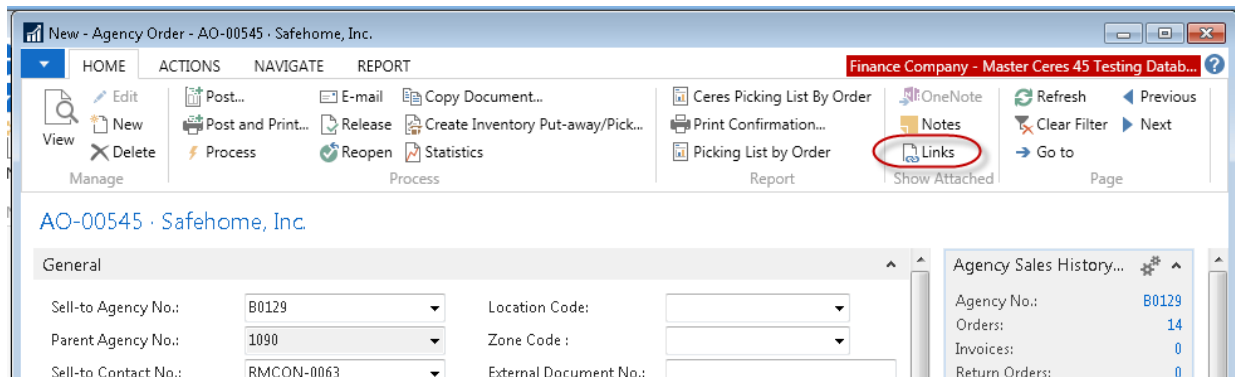
9. Once a Record Link has been established, you can select Modify or Delete from the Actions Icon to modify an existing link or delete the link entirely.

NOTE: Deleting a Record Link does not delete the underlying file. Alternatively, deleting the underlying file does not delete the Record Link and may result in an error when a user attempts to access the Record Link.

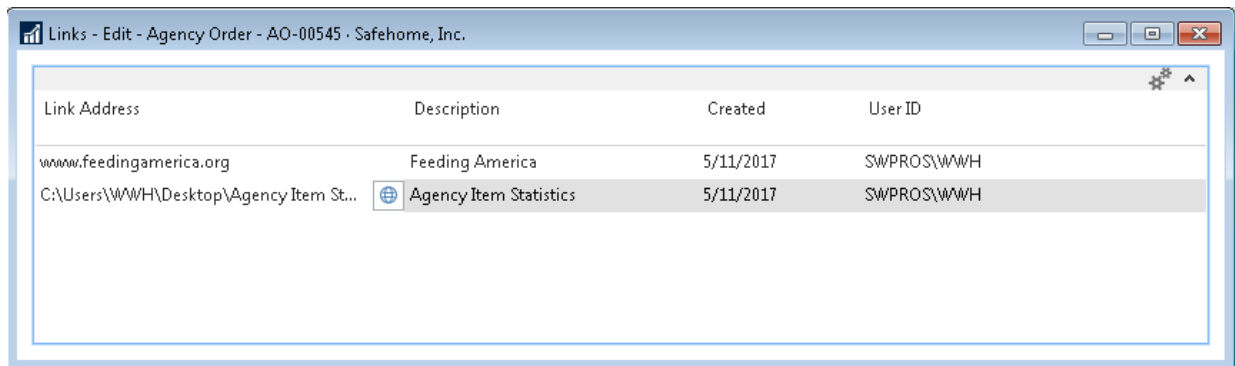
Linking a Document to a Transactional Record

The functionality and steps to link documents is identical for all transactional records except for journals. In the following example, a document is linked to an Agency Order, and then posted through to the Posted Agency Invoice.

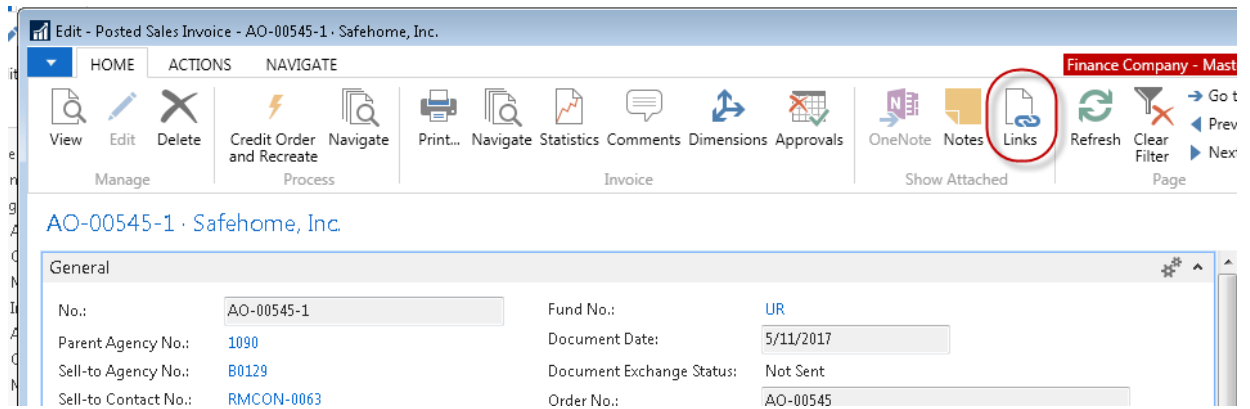
1. Create the Agency Order and then click on Home → Links



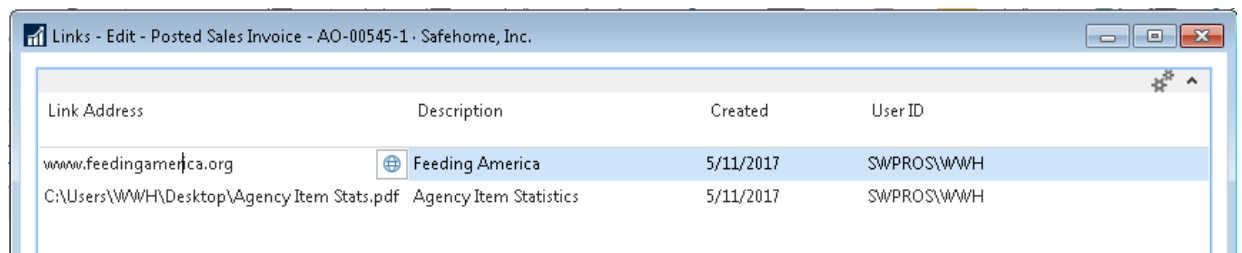
2. Browse and link the desired documents. The steps to link documents to transactions are exactly the same as the steps outlined above to link documents to master records.



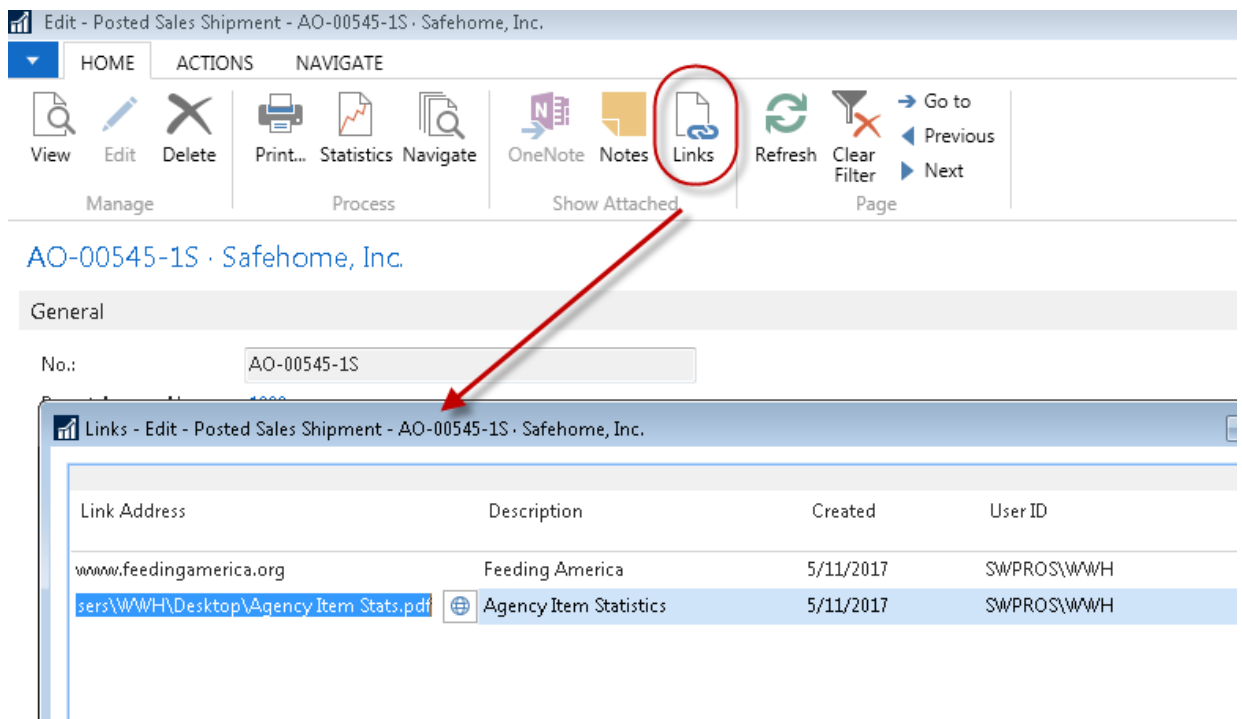
3. The documents are now linked to the Agency Order. Process the order through using the business process defined for your food bank.
4. Once the Agency Order has been picked, shipped and invoiced, go to Agencies & Receivables → Archive → History → Posted Agency Invoices and locate the Invoice.



- Click Home → Links. The documents linked to the original Agency Order are tied to the Posted Agency Invoice.



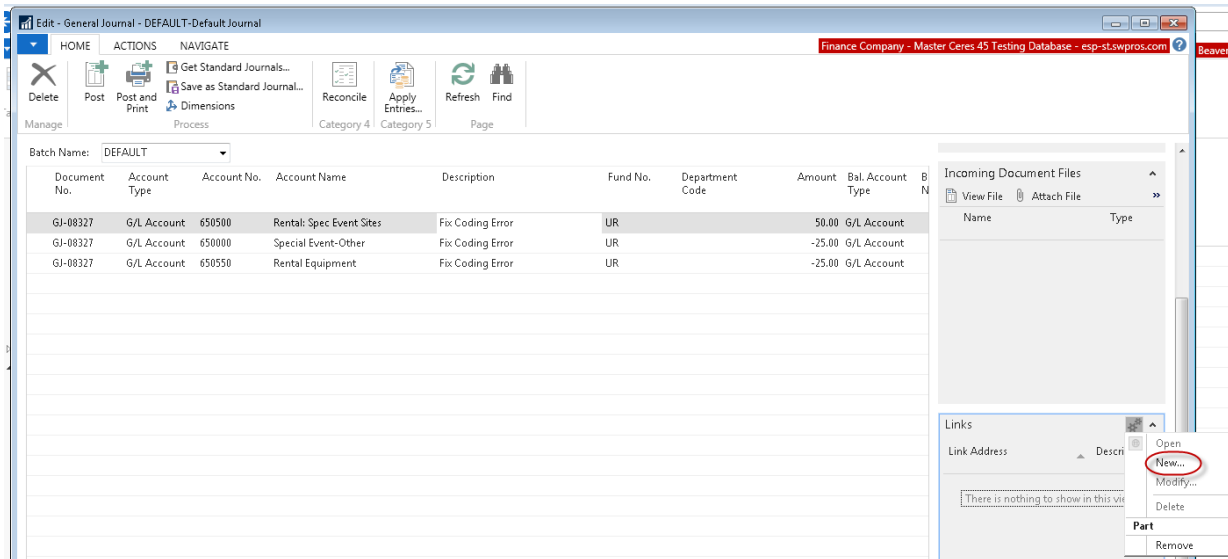
- The same documents are also linked to the Posted Agency Shipment, go to Agencies & Receivables → Archive → History → Posted Agency Shipments and locate the shipment.



Linking a Document to a Journal Entry

You can link one or more documents to each line in a journal. For this example, the General Journal will be used. Each document will post through to the Ledger Entries and can be reviewed afterwards.

1. Enter the Journal Lines and then highlight the first line where you want to link a document. In the Links Factbox, select New from the Actions Icon and browse to the location of the document.



2. Repeat the above step for all lines where you want to link a document. In Journals, Record Links are line specific, so if a Link applies to all lines of a Journal, it is recommended that it be linked to the first journal line.

Links			
Link Address	Description	Created	User ID
C:\Users\WWH\Desktop\General Journal Import Template.xls	General Journal Correction	5/11/2017	SWPROS\WWH

3. Post the Journal
4. Go to the G/L Account Card and drill down on the Ledger Entries. Highlight the appropriate line and click Home → Links. The document that was linked to the original line is now linked to the Ledger Entry.

View - General Ledger Entries - 650500 Rental: Spec Event Sites

HOME ACTIONS NAVIGATE

Navigate Show as List Show as Chart OneNote Notes **Links** Refresh Clear Filter Page Find

General Ledger Entries ▾

Posti... Date	Document Type	Document No.	G/L Acco... No.	Description	Departme... Code	Amount	Debit Amour
5/11/2017		GJ-08327	650500	Fix Coding Error		50.00	50.00

Links - View - General Ledger Entries - 650500 Rental: Spec Event Sites

Link Address	Description	Created	User ID
C:\Users\WWH\Desktop\General Journal Imp...	General Journal Correction	5/11/2017	SWPROS\WWH

- To see the documents linked to all journal lines, select Departments → Financial Management → General Ledger → History → G/L Registers and locate the register that the journal was posted under and then select Home → General Ledger.

G/L Registers - Microsoft Dynamics NAV

Finance Company ▶ Departments ▶ Financial Management ▶ General Ledger ▶ History ▶ G/L Registers

HOME ACTIONS NAVIGATE REPORT

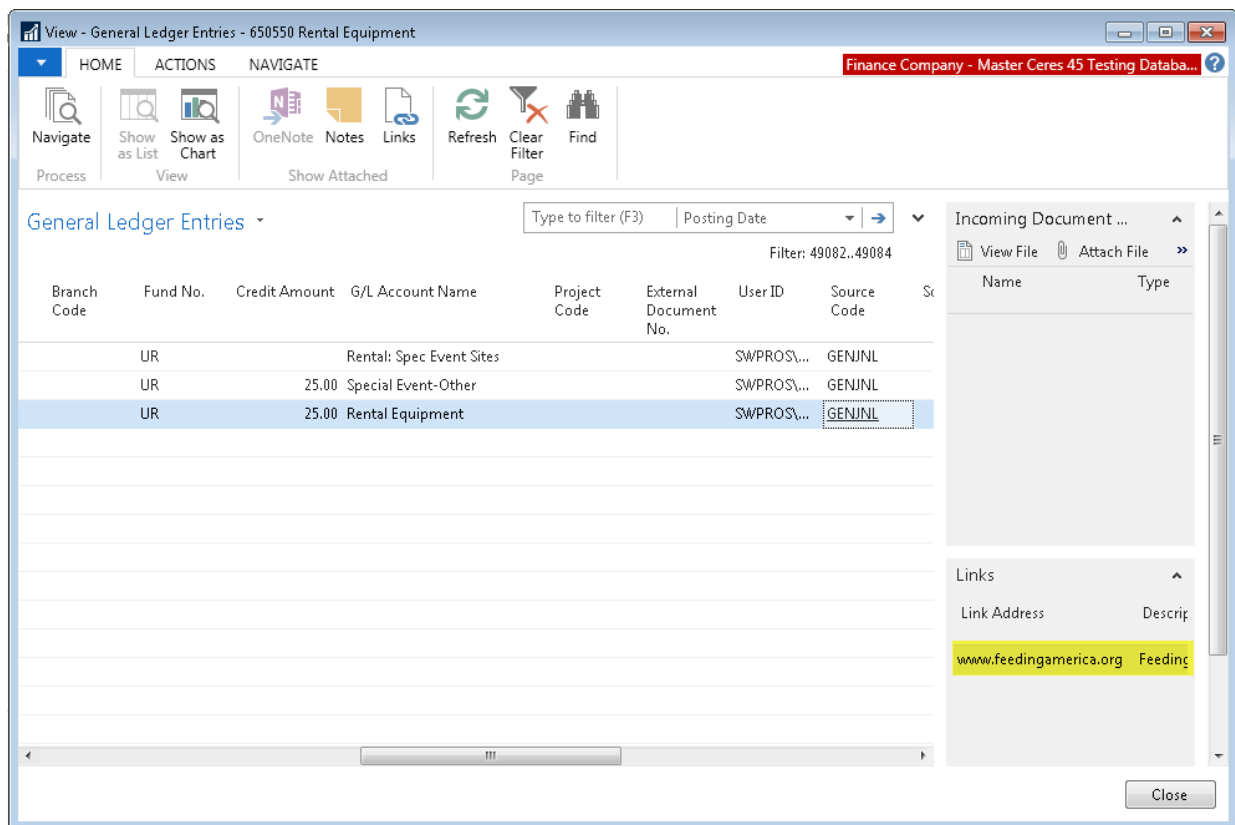
General Ledger Customer Ledger Vendor Ledger Reverse Register... Bank Account Ledger Fixed Asset Ledger Maintenance Ledger Detail Trial Balance Trial Balance by Period G/L Register Show as List Show as Chart OneNote Notes Links Refresh

Departments

- Financial Management
 - General Ledger
 - Cash Management
 - Cost Accounting
 - Cash Flow
 - Receivables
 - Payables
 - Fixed Assets

G/L Registers ▾

No.	Creation Date	User ID	Source Code	Journal Batch Name	Rev...	From Entry No.	To Entry No.
1547	5/11/2017	SWPROS...	GENJNL	DEFAULT		49082	49084
1546	5/11/2017	SWPROS...	SALES			49078	49081
1545	5/11/2017	SWPROS...	SALES			49074	49077



- On the General Ledger Entries page, the Record linked to the each journal line will be displayed in the Links Factbox for the line that is selected.

NOTE: When using Record Links with a Vendor Payment Journal, Record Links attached to the Vendor Payment portion of the transaction can be accessed from the Vendor Ledger Entry and Record Links attached to the Check portion of the transaction can be accessed from the Check Ledger Entry.

Configuring your Network for RTC File Sharing

The link below provides detailed steps and information about how to configure your network for file sharing in RTC. You will need Domain Administrator privileges and a solid understanding of your network and standard Microsoft tools/technologies such as Active Directory and ADSIEdit to complete this configuration. Contact your Ceres VAR for assistance should you require it.

<http://blogs.msdn.com/b/nav/archive/2011/12/22/managing-network-files-in-rtc.aspx>

Related Topics:

1. [Parent Vendor Overview](#)
2. [Parent Donor Overview](#)
3. [Parent Agency Overview](#)
4. [Vendor Overview](#)
5. [Donor Overview](#)
6. [Agency Overview](#)
7. [Item Overview](#)
8. [Agency Order Overview](#)
9. [Donation Order Overview](#)
10. [Purchase Order Overview](#)
11. [AP Check Processing](#)